

Spring 1989
(8945)

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA 102 - INTERMEDIATE TYPEWRITING

TEXT:

IT'S ALL ROUGH DRAFT! Marjorie Sanderson

SUPPLIES: White Bond for production
Typing Eraser
Newsprint
Small Binder or Clip board for notes
and handouts

PREREQUISITE:

OA 101, Beginning Typewriting, or typing 10 and 20. (Student should type a minimum of 25 net words per minute on a five-minute test, plus successful timed production on a letter, table and manuscript.)

COURSE
DESCRIPTION:

Emphasizes controlled accuracy and speed building on a variety of styles of letters, tables, memos, and manuscripts with emphasis on mailable copy.

COURSE
OBJECTIVES:

1. The student shall be able to demonstrate required business and professional attitudes and traits by assuming responsibility for:
 - (a) regular attendance and notifying the instructor when absent
 - (b) a concerned effort to catch up any assignments or timings that have been missed (assignments submitted late will not be accepted)
 - (c) courtesy for others by not disturbing them at work when independent work is required.

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2. The student shall produce a variety of projects as assigned.
3. The student shall strive for speed improvement by making optimum use of the drills given during class.
4. The student shall demonstrate the proper use and care of all typewriters available for students' use, as well as maintain the labs in a professional office manner.

GRADING:

The purpose of OA 102 is for the student to achieve an employable production level of typing for entry into the work force. All production will be marked Mailable or Correct on the basis of acceptability in an office. Students will be required to find and correct their own errors for the purpose of improving their proofreading. Re-does on assignments are discouraged.

Course work on production and speed will represent 30% of the mark, and the final month will represent 70% of the mark as students will reach their maximum skill at this time.

The final grade will be composed of speed and production. The scale for speed is:

30 - 34	3
35 - 39	4
40 - 44	5
45 - 49	6
50 - 54	7
55 - 59	8
60 - 64	9

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Production will be marked out of 9:

Mailable copy - no errors	9
Correctable error	-1
Structure error	-2
Not mailable and non-correctable	0

TYPING LAB:

To meet the requirements of the course, attendance is compulsory at a speed-building lab. A total of 120 minutes per week will be scheduled by the instructor.